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8 January 1964

MEMORANDUM FOR: Executive Officer for the DD/S

FROM : CIA Records Administration OFFICER

SUBJECT : Records Center Activities

1. The steps outlined in my report of 8 October 1963 to the DD/S continue to produce encouraging results. In December 1963, the records eliminated from the Records Center exceeded receipts by 710 cubic feet (Receipts: 573 cubic feet, Disposition: 1383 cubic feet). This is the third month in the 15 year history of the Records Center that receipts have been less than disposition.

2. This significant progress in controlling records growth in the Center is due to intensive efforts by the Chief, Records Center, his Staff, and all Agency Records Officers to identify and dispose of every possible record. In addition, we have received excellent cooperation and support from the office heads in carrying out our program.

3. I am continuing our efforts to identify additional records which can be eliminated. I will keep you informed of our progress.

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CIA Records Administration Officer

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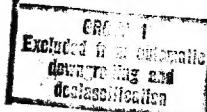
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(8 Jan '64)



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